



## WEARE BOARD OF SELECTMEN MEETING MINUTES

May 17, 2004

**\*\*\*DRAFT\*\*\***

**PRESENT:** LAURA PETRAIN, CHAIRMAN; THOMAS REYNOLDS JR., SELECTMAN; DOUGLAS R. COOK, SELECTMAN; HELEEN KURK, SELECTMAN; LEON METHOT, CO-CHAIRMAN.

**ADMINISTRATIVE COORDINATOR:** ROBERT CHRISTENSEN  
**RECORDING SECRETARY:** SHERRY BUTT DUNHAM

**GUESTS:** FRANK CAMPANA, JOE COX, CHUCK METCALF, WENDY CLARK, FORREST ESENWINE, GINGER ESENWINE, KEN STEPHENS, MRS. STEPHENS

Chairman Petrain opened the Selectmen's Meeting, held at the Town Office Building, at 6:35 p.m. following a half hour long non-public session listed on the agenda as subsection (e) a legal matter, with the Pledge of Allegiance. RECORDING SECRETARY EXCUSED FROM NON-PUBLIC SESSION.

### **1. PUBLIC PARTICIPATION**

**FRANK CAMPANA**—Asked the board about the police chief contract and the police department personnel policy. He wanted to know if the board has heard back from town counsel regarding those matters. Chairman Petrain said the board is not at liberty to discuss the specifics at this juncture. Mr. Campana also asked about the 2004 budget—where it stands at the half-way point.

**CHAIRMAN ANNOUNCEMENTS**—Household hazardous waste Sunday June 6, 2004 and a second hazardous waste collection day in Oct. There will be an informal celebration on Wed. May 19, 2004 at Weare Safety Complex commemorating EMS week. Selectman Kurk said there is a follow-up meeting of the Weare Community Profile topic on Tuesday May 18, 2004 at JSRH at 7 p.m. She encouraged people to attend. She went on to acknowledge and thank all the volunteers, Holy Cross Church and a Union Leader story regarding the community profile.

**MINUTES**—April 19, 2004 typos from Selectman Kurk. Page 5, "proposals not bids"—change the word. Page 7 re: resident concerns about town truck going around a

stopped school bus. Chairman Petrain said to remove the word town in relation to "repeatedly". Town truck went around the stopped school bus twice, commercial trucks go around the stopped school bus repeatedly. Page 9 a portion of the bonus not budgeted for. Motion to approve the April 19, 2004 meeting minutes with amendments—motion seconded and carries unanimously. The Chair asked Mr. Christensen to please bring non-public minutes to the next meeting for board review.

**MANIFESTS**—Selectman Chairman Laura Petrain made a motion to authorize the board of selectmen to sign manifests and order the treasurer to sign checks dated May 20, 2004 in the amount of: \$78,593.94 for accounts payable and \$27,073.52 for gross payroll at a total of \$105,667.46 with voids of: \$12,707.00. Motion seconded by Selectman Kurk, vote taken—motion passed unanimously.

Selectman Chairman Laura Petrain made a motion to authorize the board of selectmen to sign manifests and order the treasurer to sign checks dated May 13, 2004 in the estimated amount of: \$225,000.00 for accounts payable and \$28,000.00 for gross payroll at a total of \$253,000.00—Motion seconded by Selectman Reynolds, vote taken—motion passed unanimously.

**SELECTMEN'S COFFEE HOUR**—Selectman Kurk made the announcement. Saturday June 5, 2004 at the Sawyer Community Room board members will meet with the public for an informal discussion over coffee. The board asked Mr. Christensen to please post the session as a meeting.

**VOLUNTEER APPLICATION**—received from Willis Ottery. Motion to accept Willis Ottery as a member for the Cable Committee. Seconded by Chairman Petrain. Mr. Cook said Mr. Ottery left volunteer work several years ago abruptly and did not turn-over a password to new members. Selectman Cook said he hopes issues of the past don't repeat themselves. He said he is willing to give second chances and hopes things work out for Mr. Ottery on the Weare Cable Committee this time around. Motion carries 4-1, Selectman Cook opposed.

**VOLUNTEER OPENINGS**—Selectman Kurk asked Mr. Christensen if he has posted volunteer notices on cable station as requested? Yes, he has updated open positions, he said.

**PSNH**—Trees being cut by Public Service to improve electrical service to the town. They spent \$400,000. in this effort. Co-chair Methot said PSNH had permission from the police chief to park their utility trucks at the safety complex.

**HISTORIC MINUTES & ORGINAL AMBULANCE CONTRACT**—Chairman Petrain handed Mr. Christensen the original ambulance contract and asked him to please shred it. She also handed Mr. Christensen historic meeting minutes from the first volunteer fire department and asked him to achieve the public record.

**2. PUBLIC HEARING ON CHASE PARK BOAT FEES 7 P.M.**

**Chairman Petrain** opened the public hearing for the purpose of hearing public testimony and receiving information on proposed boat fee changes at Chase Park. Mr. Chuck Metcalf presented the Parks and Recreation Commission's proposed boat launch fee for the 2005 season. He proposed the board entertain raising the residential fee from \$10.00 per season to \$20.00 per season.

Chairman Petrain closed the public hearing at 7:06 P.M. She made a motion to raise the boat fee to \$20.00 per season. Co-chairman Methot seconded the motion. The motion carried 4-1, Selectman Cook opposed.

**3. OLD BUSINESS 7:07 P.M.**

**CABLE EQUIPMENT**—Co-chair Methot said he did some research on upgrading the live broadcast equipment for the Selectmen's meeting hall. He has someone coming into the town office to quote a more reasonable proposal than Mr. Bohlin presented at the last meeting.

**CABLE COMMITTEE MEETING**—Selectman Reynolds gave selectmen an update on the cable committee and their last meeting. He indicated the board had a quorum and decided to look into more affordable upgrading alternatives for live broadcast.

**ETHICS CODE DISCUSSION**—Selectman Kurk wondered when the board wanted to discuss this? June 21, 2004.

**DRAFT LETTER PASSED AROUND**—Selectman Kurk passed around a draft letter to all town departments with budgets. She wants to meet with department heads informally in the months leading up to budget season. The board reviewed the letter. Selectman Kurk wants the board to fill in the blanks. She said she cannot do anything with the letter until the board recommends deletions or revisions. Selectman Reynolds said Selectman Kurk should add cemetery trustees to the mailing list. Chairman Petrain suggested these meetings could be held at the town office in the meeting room. Selectman Kurk stated she wants an open discussion—not a board type discussion with department heads. Selectman Reynolds said move the table. Selectman Kurk asked Mr. Christensen to find out if the selectmen's meeting room is available on Wed. June 30, 2004. RSVP by June 20, 2004. Mr. Christensen will facilitate, Selectman Kurk will bring refreshments.

**FEMA**—Selectman Cook asked what the problem with FEMA is—He said to his knowledge the money went into the general fund. The board told Selectman Cook that FEMA is holding back \$22,000. Selectman Cook said why don't we just

cut FEMA a check? Selectman Methot said the town is waiting for final figure from FEMA. The current general fund balance is around \$800,000. Chairman Petrain asked Mr. Christensen to place this matter on the agenda as soon as FEMA gets back with final numbers.

**DEPARTMENT HEAD REPORTS**—Selectman Cook asked Mr. Christensen to post monthly department head reports on the server.

**CABLE PROGRAMMING**—Selectman Cook wanted to make sure this board does not censor cable programming based on what members like or dislike. He hopes the board is not going in that direction by asking for a cable committee policy on programming content. Selectman Cook noted there is nothing wrong with updating the policy, I just want to make sure you don't use this as an opportunity to censor programming, he said.

**WEBSITE DOMAIN NAME**—Selectman Cook expressed displeasure with the board for changing the town website domain name at the last meeting. He said changing the name will not accomplish what he thinks some members of the board want it to accomplish. He said the town has had this domain name for the last 5-years and he thinks that changing it now will cause problems.

Selectman Cook said the idea of placing the server in-house was implemented so the town could control and maintain their site. He does not agree with hiring a server company. He thinks that by contracting with an offsite server, it will cost the town more money. He talked about the amount of work Jon Wallace has done for free on behalf of the town's website. Selectman Cook expressed concern that Front Page software may not be as useful to the town as some members may think. He wants additional information about the software. He wants to know what the benefits are and whether it's home based software or commercial software for business needs.

Chairman Petrain said Ms. Morrison is concerned about time constraints in learning the skills necessary to update and maintain the website. Ms. Morrison has indicated she is not the technical person the town needs to set-up and maintain a website. Selectman Cook said he expects all town department heads to be in charge of maintaining and updating their own page on the website.

Selectman Kurk asked Selectman Cook about the cost of technical support when a server goes down—Mr. Christensen said technical support specialists earn between \$50 to \$60 per hour and if a hard drive needs replacing, the expense is massive.

Selectman Kurk said, in that case, web hosting and contracting with an off-site server makes sense for the town. Selectman Reynolds agreed. Mr. Christensen

noted that web hosting is merely transferring liability to another company—they have the work and the liability. Mr. Christensen explained the business of web hosting. He said storage space is based on a monetary range.

Selectman Cook wanted to know what the town receives for it's \$300.00? Mr. Christensen said space may be dictated by budget, but whomever sets-up their page can use minimal space by compressing photographs and graphics.

Chairman Petrain noted that the board must decide what kind of content and archival storage they plan to offer the community. She used meeting minutes as an example, saying that saving 10-years worth of minutes on the website may not be fiscally prudent or practical.

Selectman Kurk said recommended that Ms. Morrison and Mr. Christensen meet and discuss the capabilities of the site. Selectman Kurk again stated some resident's expressed concern about the town's website standing alone. Selectman Cook again explained the search engine process and told her that the Weare town website may never come-up first in a search.

**LETTER FROM FIRE MARSHAL**—regarding the windows at the newly constructed home at 170 Buzzell Hill Road. The fire marshal overruled the occupancy permit denial issued by the Town of Weare due to improper windows. The town is held harmless says the state fire marshal. Selectman Cook asked who signs the occupancy permit? The board does. Chairman Petrain told Mr. Christensen to give the recording secretary a copy of that letter.

**MILDRED HALL DONATION**—Chairman Petrain indicated Mrs. Hall's estate made a \$50,000. donation to the town for the Historic Town Hall building.

**HOLLY HILL CLUSTER DEVELOPMENT**—Chairman wanted to know if everyone was aware of this matter. Mr. Drescher went over all the information, she said.

#### **4. ADMINISTRATIVE COORDINATOR REPORT**

**SOUTH WEARE FIRE STATION**—Propane hook-up to be complete next week at South Weare Fire Station.

**NUMBER 2 FUEL OIL**—Mr. Christensen sent-out requests for estimates to five fuel companies. He said they don't want to quote fuel right now because oil prices are unstable. Mr. Christensen said only one company came in with an estimate. Mr. Christensen told the board he will send-out price requests in a couple of weeks, by then, he said, the oil companies may have a better handle on the cost of fuel.

**DANIEL DRYSDALE**—Is very interested in taking on the town office sign as a project for his Eagle Scout program. Selectman Kurk said it might be a good idea to connect with the Historical Society. She said part of the present sign was done in conjunction with Historical Society because the Town Hall is a historical building. Mr. Christensen noted her wishes.

**LETTER FOR MEDIA RE: VOLUNTEERS**—Mr. Christensen handed the board a draft letter to review. He asked if the board wants him to send this to another newspapers? Yes, said Chairman Petrain, if it doesn't cost the town any money—she told Mr. Christensen she does not want to purchase advertising space. Mr. Christensen will check into the Goffstown News.

**BENEFIT REVIEW COMMITTEE**—Chairman Petrain asked Mr. Christensen to find out if Mrs. Janice O'Connell is still interested in the benefit review committee.

**COMPUTER VIRUS**—A virus obtained by the town was an all consuming deal this past week, said Mr. Christensen. In April of this year the town's virus software update didn't come through, he said. Since then the town contracted a virus and is currently vulnerable to more. Mr. Christensen said he priced Norton Anti-Virus Corporate software, a better product than the present software. He handed the board a financial breakdown of costs related to purchasing Norton Anti-Virus software for the town office computers.

According to the financial estimate presented by Mr. Christensen to the board, the total price with shipping is \$2,425.24. The two top figures are \$560.50 and \$17.10, Mr. Christensen said he thinks the town needs to purchase the top two lines at the very least with funds from the capital reserve fund.

Selectman Kurk made a motion to purchase Norton Anti-Virus software with a one-year update approving to expend up to \$600.00 out of the computer capital reserve fund. Motion seconded by Chairman Petrain—motion carries unanimously.

**COMPENSATION FOR TECHNICAL SERVICES**—Mr. Christensen said Mr. Bohlin needs to be paid for assisting the town office resolve the computer problems caused by the virus. Mr. Bohlin asked the town for a rest gift certificate to a restaurant, but Mr. Christensen does not feel this is appropriate compensation. Selectman Methot told Mr. Christensen to ask Mr. Bohlin to submit a proper invoice.

## **5. NEW BUSINESS**

**MEMO REGARDING CRUISER PURCHASE**—the police department asked the town to allocate funds from the capital reserve fund for a new police cruiser. Chairman Petrain said the first note they got said the money was supposed to come out of the budget. Chairman Petrain said typically the department head addresses the board of selectmen at meeting when making such a request. She asked Mr.

Christensen how much money the town will get from the insurance company? The board, through Mr. Christensen received more than one memo regarding this matter. The board read from these memos and based their discussion around the content. Selectman Cook said this is something the police department needs right away. He said the police have lights, radios and equipment in-house to transfer to a new cruiser.

Selectman Kurk asked how long it takes for insurance money comes in? Selectman Cook recommended using the insurance money to pay back the general fund. The board discussed taking money out of the police department budget. Chairman Petrain asked if the police have already ordered the cruiser? Selectman Cook said he has full confidence that the chief is spending the money right.

Selectman Cook said, I hope I don't see a pattern here that we are going to hammer the police department every week. Chairman Petrain said she reserves the right to question any spending or request to expend from any town department. She noted that she frequently questions the spending requests of other departments as well, especially in light of the default budget. Selectman Reynolds agreed with Selectman Petrain. Selectman Reynolds said nowhere in the memo does it state whether there is money in the account. Selectman Kurk said the board cannot blindly sign checks without asking questions or being fiscally responsible.

Selectman Reynolds made a motion to authorize the board of selectmen to expend \$24,000. from the police cruiser capital reserve fund for the purchase of a 2004 Crown Victoria for the police department. Motion seconded by Chairman Petrain, motion carried unanimously.

**QUOTES FOR PAINTING 8:30 P.M.**—Co-chairman Methot made a motion to authorize the board to expend up to \$200.00 for painting of the town hall front door—Money to be withdrawn from Government Buildings Capital Reserve fund, seconded by Selectman Reynolds. Motion carries unanimously.

**FUND BALANCE REQUEST**—Chairman Petrain asked Mr. Christensen to provide the board with an updated balance on all the capital reserve funds for their budget session in June.

**MIDDLE SCHOOL DISCUSSION**—Chairman Petrain said she spoke to the current school superintendent about perhaps utilizing the brick building. She said the school board indicated their desire to keep the white building. Selectman Cook said he doesn't understand why the school would keep that building. He wants to put town offices in the brick building and use the white building for Parks and Recreation or a community center.

Co-chairman Methot indicated the town would have to do some renovations in the white building. Selectman Cook reminded Co-chair Methot that the district just completed a gym and cafeteria renovation recently.

Selectman Kurk said people participating in the community profile had some marvelous ideas for the white building and thought about creative ways to cover the cost of renovations. She wants the board to connect with these people so they may work together. She said she wants more information on the school's desire to keep the white building. Selectman Cook said the board can propose to take possession of both buildings and make that recommendation to the school board. Chairman Petrain emphasized that the school district is not certain they want to keep the white building—they are still considering their options as well. Chairman Petrain asked Mr. Christensen to let the school district know what the board's intentions are. She wants him to tell the school district that the town wants the brick building for town offices and the white building for a community center.

## **6. OTHER NEW BUSINESS**

**MEMORIAL DAY**—Selectman Kurk asked the board to provide the garden club with \$250. for flowers. Chairman Petrain said in the past that money was taken out of the miscellaneous line. Selectman Cook thought there was a line item in the budget for flowers. However, he is not comfortable spending any money right now except for emergencies. Chairman Petrain doesn't have a problem taking money out of the miscellaneous line. Selectman Kurk said she will donate \$250.00 herself this year, but that she expects the board to place this line item back into the budget next year.

**MEMO FROM THE LIBRARY**—the chair discussed a memo from the library director regarding the appointment of Paul Perkins as an alternate member of the Library Trustees. The board approved the appointment of Mr. Perkins.

**STONE BUILDING FAWCETT**—Selectman Kurk said the fawcett in the Stone Memorial Building doesn't work. Mr. Christensen said a valve was turned off for the winter and has since been turned back on—there is water, he said.

**GORDON RUSSELL LETTER**—Selectman Kurk brought up a letter from Mr. Russell? She wanted to know what other selectmen know about the brook that was filled-in? Co-Chairman Methot said direct Mr. Russell to the planning board because his concern is a planning board matter.

**E-MAIL FROM DAWN SPRING**—Selectman Cook asked the board if Mr. Christensen had forwarded that e-mail to other board members? Selectman Cook said that Mrs. Dawn Spring came up with another idea for the River Road school bus



problem—a flashing yellow light. Mrs. Spring does not think the signs are going to be a cure all, said Selectman Cook.

**9:08 P.M. HOLLY HILL TRUST CONSERVATION EASEMENT**—Co-Chairman Methot made a motion to have the chairman sign the conservation easement/deed, seconded by Selectman Reynolds—motion carries unanimously.

**COMMENTS ON ROAD STRAIGHTING**—Mr. Esenwine talked about the new trend to add curves and curbing into the roadways to slow vehicle traffic in high volume areas. He mentioned the City of Concord and residential back roads that surround the capital area. He noted curbing modifications added to the roads in down town Concord and Goffstown Village.

**COPIES OF BOARD DOCUMENTATION**—Sherry Butt Dunham, the recording secretary, asked Chairman Petrain if she had an opportunity to speak with Mr. Christensen regarding board documentation? No, she said. Ms. Butt Dunham asked Chairman Petrain to please ask the administrative coordinator to provide the recording secretary a packet of duplicate board of selectmen information to include the following: letters from the public, e-mails, correspondence from state agencies, inter-office memos, administrative coordinator's report, contracts etc.

Ms. Butt Dunham told the chair she needs a copy of all documents which are presented to the board to prepare accurate and concise meeting minutes. If hard copy information is being read silently by board members then discussed with the administrative coordinator, I need to know something about the content if I am to record the board's comments in proper context, said Ms. Butt Dunham.

Chairman Petrain asked Mr. Christensen to provide the recording secretary with documentation he gives to board members prior to each meeting. Mr. Christensen asked if the board wants him to give the recording secretary everything he gives to them. Selectman Cook said yes.

**7. NON-PUBLIC 9:10 P.M. (a) & (c)**

RECORDING SECRETARY EXCUSED FROM THIS SESSION

**8. ADJOURNMENT?**

**A True Record,**

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Sherry Butt Dunham, *Recording Secretary*